



## EXTENSION HIRING INFORMATION

**For each position** under this specific grant that **has not** yet completed the full 36 months of federal funding, you **are required** to provide us with the information requested below. Be sure to include any positions that have never been filled under this grant. Use the format below for your response.

**Step 1:** Indicate the type of position (full or part-time) for which 36 months of funding has not yet been expended.

**Step 2:** In the "Total Months Under Grant" column, indicate the total amount of time, in months, that the position has been filled from the grant award start date to present. If multiple officers have held a COPS-funded position due to turnover, please determine the cumulative number of months for all officers that have been employed in that position, and then indicate that total amount of time as a **single figure**.

**Step 3:** Indicate if the position listed is currently filled.

**Step 4:** If a position is currently vacant, please provide us with an expected hire date.

**Step 5:** Repeat steps 1-4 as needed for each additional position under this grant that has not utilized 36 months of funding.

**Example:**

| Type of Position | Total Months Under Grant | Position Currently Filled? | Expected Hire Date |
|------------------|--------------------------|----------------------------|--------------------|
| Full-Time        | 24                       | Yes                        | N/A                |

**Reminder:** If you do not intend to fill a position in the near future, you may wish to consider a grant modification or withdrawal to eliminate that position. Additionally, your agency is entitled to a maximum of 36 months of grant funding for each position awarded. At the conclusion of this period, your agency must implement the retention period for each awarded position using local funds.